
Responsibility for Title XIX Eligibility Determinations

In Arizona, all Title XIX eligibility determinations are made by either the Arizona Department of Economic Security (DES), the Social Security Administration (SSA) or AHCCCS. In addition, each of the 15 Arizona Counties, while not directly making Title XIX eligibility determinations, assist with the eligibility process for select categories by collecting information and forwarding it to DES or AHCCCS as appropriate.

The following is a summarization of the eligibility functions performed by each of these entities:

1. Arizona Department of Economic Security (DES)

Personnel in two DES divisions, the Division of Benefits and Medical Eligibility (DBME) and the Division of Children, Youth and Families (DCYF), perform Title XIX acute care eligibility determinations for persons who are categorically eligible for AHCCCS in accordance with state and federal statutes and regulations and the State Plan. Page 4 of this Attachment provides an organizational diagram of these two divisions. An intergovernmental agreement (IGA) exists between AHCCCS and DES to ensure that eligibility determinations are performed in compliance with federal and state requirements. The IGA is on file and available for review in the AHCCCS' Contracts office.

The following is a brief description of the eligibility functions performed by DES personnel.

Division of Benefits and Medical Eligibility (DBME)

The majority of Title XIX eligibility determinations conducted by DES are performed by DBME personnel. Within DBME, Title XIX eligibility determinations (with the exception of Title XIX Foster Care and Title XIX Adoption Subsidy) are the responsibility of the Family Assistance Administration which provides statewide services in six geographic districts. Applications are processed, and eligibility determinations are completed by eligibility workers in local offices located throughout the state.

Division of Children Youth and Families (DCYF)

Within DCYF, personnel in the Finance and Business Operations Administration conduct Title XIX eligibility determinations for children in the Foster Care and Adoption Subsidy programs.

An organizational chart of DES is provided on the last page of this Attachment.

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2. Social Security Administration (SSA)

On a regular basis, SSA provides AHCCCS with information on individuals who are eligible or ineligible for SSI via the File Transfer Protocol. The IGA between AHCCCS and SSA which provides for the transfer of eligibility information, is on file and available for review in the AHCCCS' Contracts office.

3. AHCCCS - Division of Member Services (DMS)

Eligibility for ALTCS services is determined by DMS staff in the Bureau of Eligibility (BOE)

Bureau of Eligibility (BOE)

BOE is responsible for determining financial and medical (Preadmission screening-PAS) eligibility and for calculating the member's share of cost, which is the monthly amount a member is responsible for contributing toward his or her long term care. PAS is the process utilized by AHCCCS to determine medical eligibility (at risk of institutionalization) for the ALTCS program. The PAS tool compiles demographic, functional and medical information for each ALTCS applicant. BOE has 424 employees providing direct or support eligibility services, either in the Central Office or in one of the 16 field offices.

Once it is determined that an applicant meets the financial eligibility criteria, a PAS is completed to determine medical eligibility. Applicants who meet both medical and financial eligibility criteria are determined Title XIX eligible and are enrolled with an ALTCS Program Contractor.

4. Arizona Counties

County employees do not conduct Title XIX eligibility determinations; rather, they indirectly assist in the process by collecting information and referring potential SOBRA Title XIX eligible persons to DES or AHCCCS and assisting persons in the completion of Title XIX applications for SOBRA coverage which are then forwarded to DES.

AHCCCS has three-way IGAs with DES and each of the 15 counties. These agreements specify the responsibilities of the three parties in processing applications for S.O.B.R.A. and other select eligibility groups. Copies of these IGAs are on file and available for review in the AHCCCS' Contracts office.

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Provided below is a diagram of the organizational structure for the 2 Divisions within DES that conduct Title XIX eligibility determinations:

DES - Division of Benefits and Medical Eligibility (DBME)

DBME Assistant Director

- Family Assistance Administration*
- Office of Program Evaluation
- Disability Determination Services Administration

* Eligibility workers are stationed in local Family Assistance Administration offices throughout the state.

DES - Division of Children Youth and Families (DCYF)

DCYF Assistant Director

- Children, Youth & Families Administration
- Comprehensive Medical & Dental Program
- Finance and Business Operations*

* Personnel in Finance and Business Operations conduct Title XIX eligibility determinations for children in the Foster Care and Adoption Subsidy programs.

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